

RECORDS RETIREMENT REQUEST				ASSIGNED BY RECORDS CENTER	
<i>Submit in original and 3 copies. One copy will be returned to the originating office when material is accessioned by Records Center.</i>				JOB NO.	
				FOR REFERENCE SERVICE ON RECORDS TRANSFERRED TO STORAGE COMPLETE FORM 490 AND REFER TO ABOVE JOB NUMBER.	
PART I (TO BE COMPLETED BY THE RECORDS CUSTODIAN)					
TO: Chief, Records Center.		FROM: (Office) BRANCH		DIVISION SECTION	
APPLICATION IS MADE FOR RETIREMENT OF THE RECORDS DESCRIBED BELOW					
DESCRIPTION OF FILE SERIES (Include: Name of File, Contents, Function, Arrangement and Inclusive Dates.) IF NECESSARY TO LIST RECORDS, USE FORM NO. 140A. RECORDS SHELF LIST (Check appropriate box below.)					
<input type="checkbox"/> SHELF LIST ATTACHED			<input type="checkbox"/> SHELF LIST INCLUDED IN TRANSFER		
CLASSIFICATION OF RECORDS			FILE EQUIPMENT OCCUPIED BY RECORDS		
			<input type="checkbox"/> LETTER <input type="checkbox"/> OTHER (specify)		
			<input type="checkbox"/> LEGAL NUMBER OF DRAWERS		
APPROXIMATE REFERENCE ACTIVITY PER MONTH					
LOCATION OF RECORDS					
BUILDING	ROOM	EXTENSION	DATE	SIGNATURE OF RECORDS CUSTODIAN	
PART II (TO BE COMPLETED BY THE AREA RECORDS OFFICER)					
TYPE OF MATERIAL					
<input type="checkbox"/> RECORD <input type="checkbox"/> NON-RECORD					
RESTRICTIONS ON USE OF RECORDS (If no restrictions write "None")					
DISPOSITION AUTHORIZATION					
CITE SCHEDULE OR AUTHORITY					
BUILDING	ROOM	EXTENSION	DATE	SIGNATURE OF AREA RECORDS OFFICER	

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REFERENCE ACTIVITY

[illegible]

STORAGE LOCATION

JOB NO.	AREA	ROW	SPACE
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DISPOSAL ACTIVITY

OFFICE	DIVISION	BRANCH	SECTION	DISPOSAL DATE
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AUTHORITY FOR DISPOSAL

SCHEDULE NO. (or List)	PAGE	ITEM

REMARKS

RECEIPT PROCESSING

CUBIC FEET	NO. OF CONTAINERS	TYPE OF CONTAINERS	DATE RECEIVED	RECEIVED BY

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<h2 style="margin: 0;">RECORDS SHELF LIST</h2>			JOB NO.
NOTE: Prepare in duplicate and submit original to Records Center			TOTAL NO. OF CONTAINERS
OFFICE	DIVISION	BRANCH	SECTION
CONTAINER NO.	DESCRIPTION AND DATES		

PAPER PATENTED BY NCR CO.
FORM NO. 490
1 AUG. 56

USE PREVIOUS EDITION

RECORDS CENTER
SERVICE REQUEST

(38)
GP-37362

MCGREGOR & WERNER, INC., WASHINGTON 9, D. C.

NO CARBONS REQUIRED

INSTRUCTIONS FOR REQUESTERS: 1. Request and retain triplicate for suspense. 2. Send rest of set to Records Center. 3. Upon return of duplicate destroy suspense. (Destroy Duplicate When No Longer Needed).

TO	RECORDS CENTER	FROM	OFFICE	ACTION REQUESTED		DATE OF REQUEST	ACCESSIONING JOB NO.		
				RECORD	INFORMATION				
				LOAN	PERM. RET.				
NAME OF REQUESTER			ROOM NO.	BUILDING		EXTENSION	BOX NO.		
CHARGE TO - NAME			OFFICE	ROOM NO.	BUILDING	EXTENSION			
DESCRIPTION OF RECORD OR SERVICE REQUESTED						RECORDS CENTER ACTION ONLY			
						FURNISHED		UNAVAILABLE	
						DOCUMENT	INFO.	CGD. OUT	OTHER*

*EXPLANATION OF CODE USED TO INDICATE UNAVAILABILITY OF RECORD: 1. Not available from Records Center. 2. Cannot reproduce legible copy. 3. Out of stock - awaiting rerun. 4. Supply exhausted. 5. Not available in this job.

REMARKS

RECEIVED BY	SPACE LOCATION	SERVICED BY	DATE SENT	COURIER COPY NO.	NUMBER SENT	PENDING	NOTIFIED	POSTED
M T INITIALS								

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BOX NO. OF BOXES	JOB NO.	BOX NO. OF BOXES	
OFFICE	DIVISION	OFFICE	DIVISION
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BRANCH	SECTION	BRANCH	SECTION
FILE SERIES		FILE SERIES	
STARTS		STARTS	
ENDS		ENDS	
EXCEPTIONS		EXCEPTIONS	
Approved For Release 2005/11/21 : CIA-RDP70-00211R000700240007-0			
RECORDS STORAGE BOX LABEL			
FORM NO. 14 1 JUL 54	REPLACES FORM NO. 36-288 WHICH MAY BE USED.	FORM NO. 14 1 JUL 54	REPLACES FORM NO. 36-288 WHICH MAY BE USED.

THIS FILE HAS BEEN
CHARGED TO YOU

IF FILE IS TRANSFERRED CALL EXT.

3801 -

PLEASE RETURN WITHIN ONE WEEK TO: Approved For Release 2005/11/21 : CIA-RDP70-00211R000700240007-0